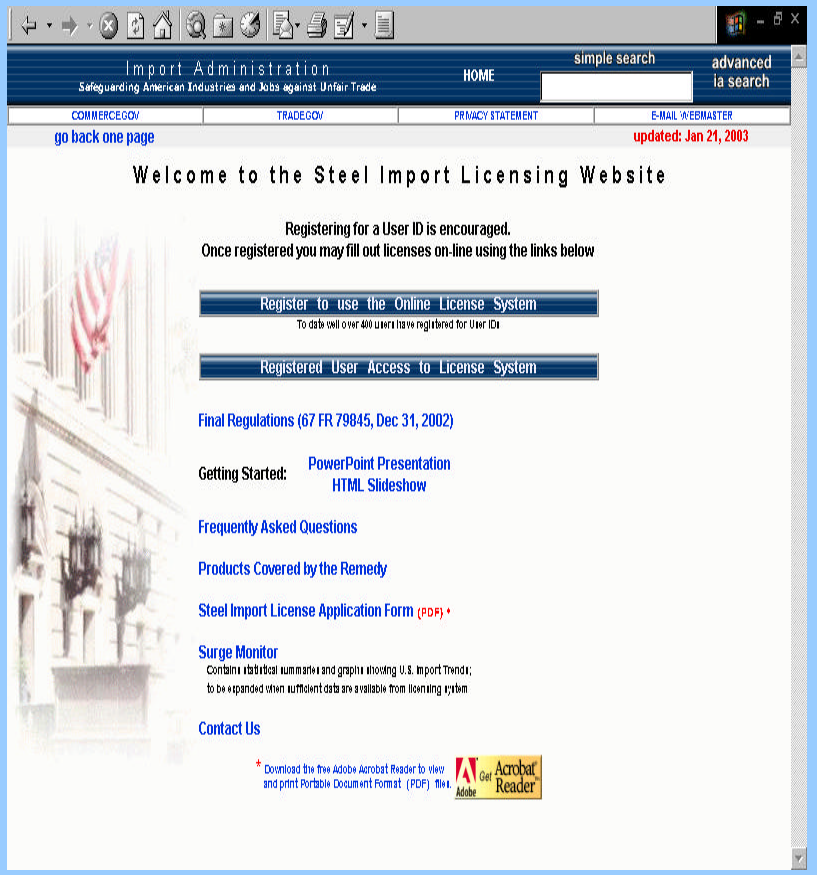
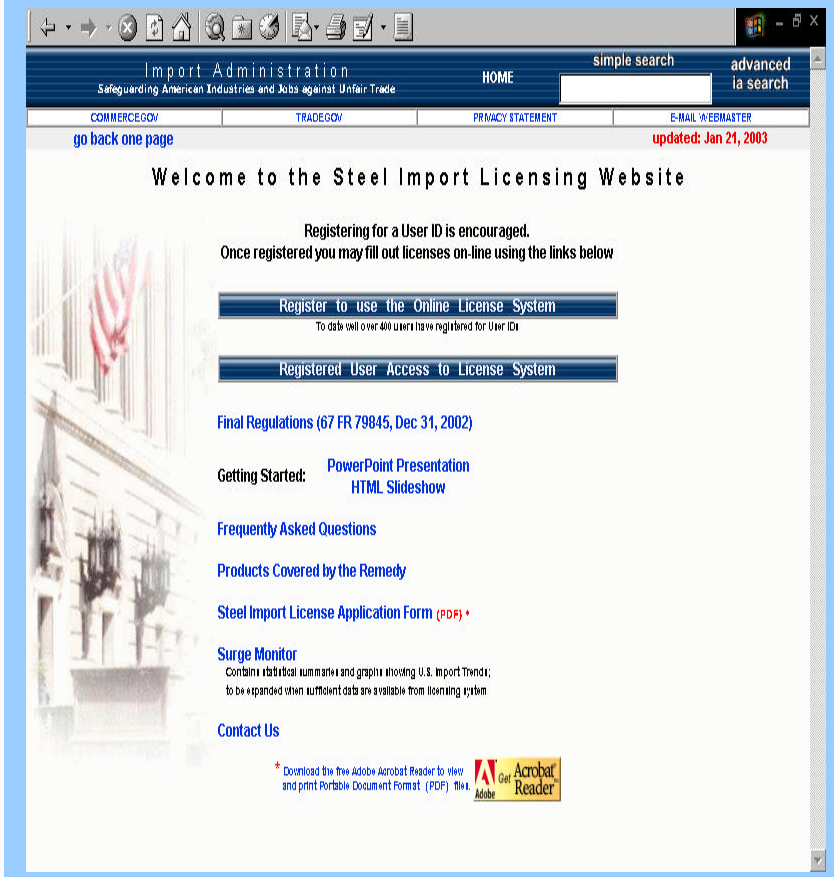
HOW TO REGISTER

- Location- **Http://ia.ita.doc.gov/steel/license/**
- Register for a User ID first by clicking on 'Register to Use the Online System', if you have not done so.



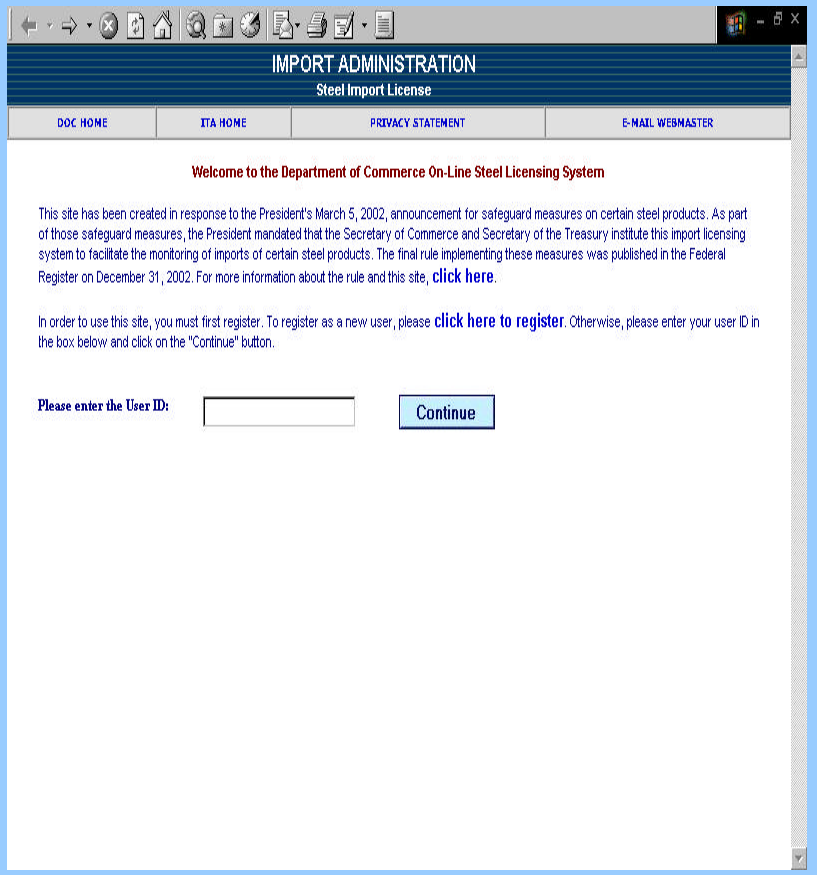
HOW TO ACCESS THE LICENSE FORM



- Receive a confirmation e-mail from us with your User ID within 24 hours
- Click on ‘Registered User Access to License System’

HOW TO ACCESS THE LICENSE FORM

- Enter your User ID, and then press ‘Continue’

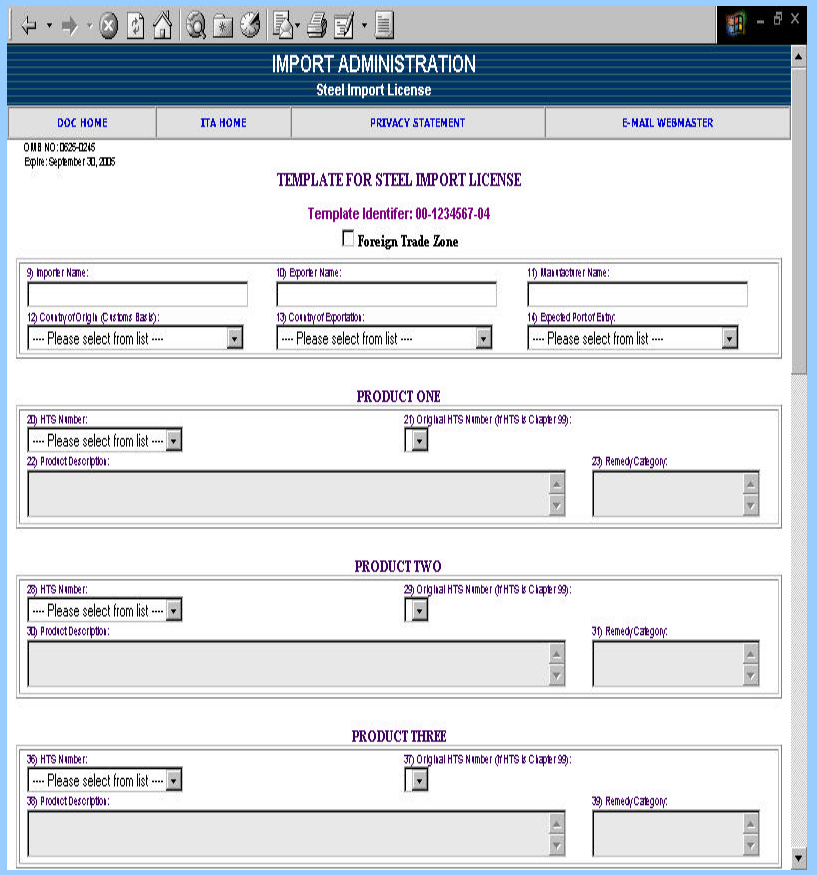


HOW TO CREATE A NEW TEMPLATE

- Click on 'Create Template' on your left

HOW TO CREATE A NEW TEMPLATE

- Enter the new information (*shaded fields* are filled in automatically)
- Hit 'Save Template' at the bottom

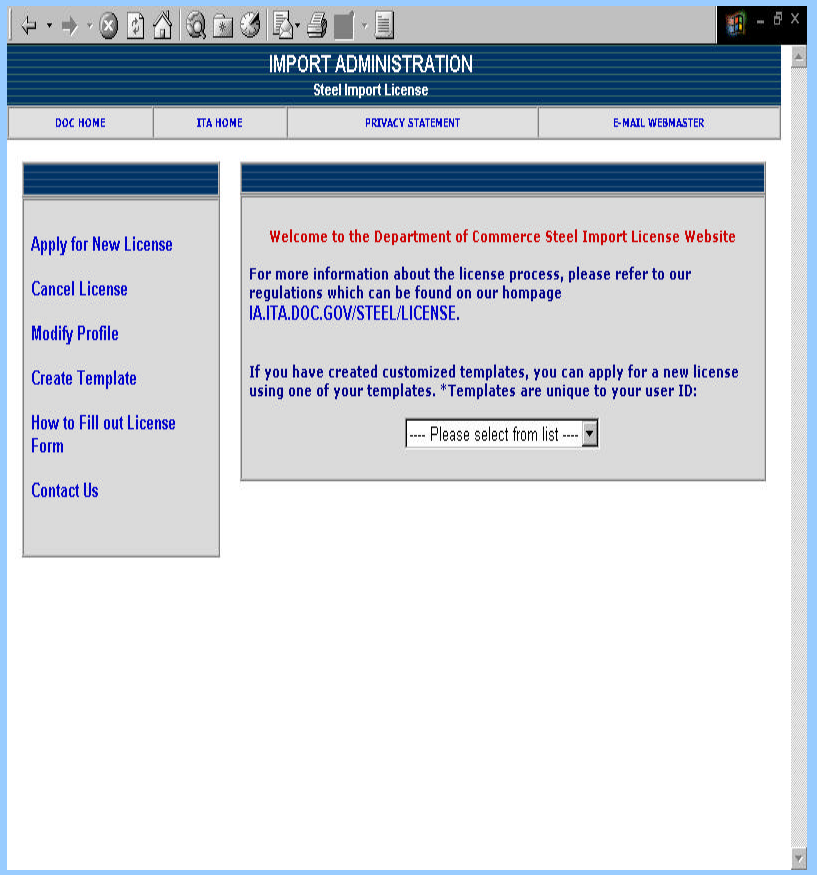


HOW TO PRINT

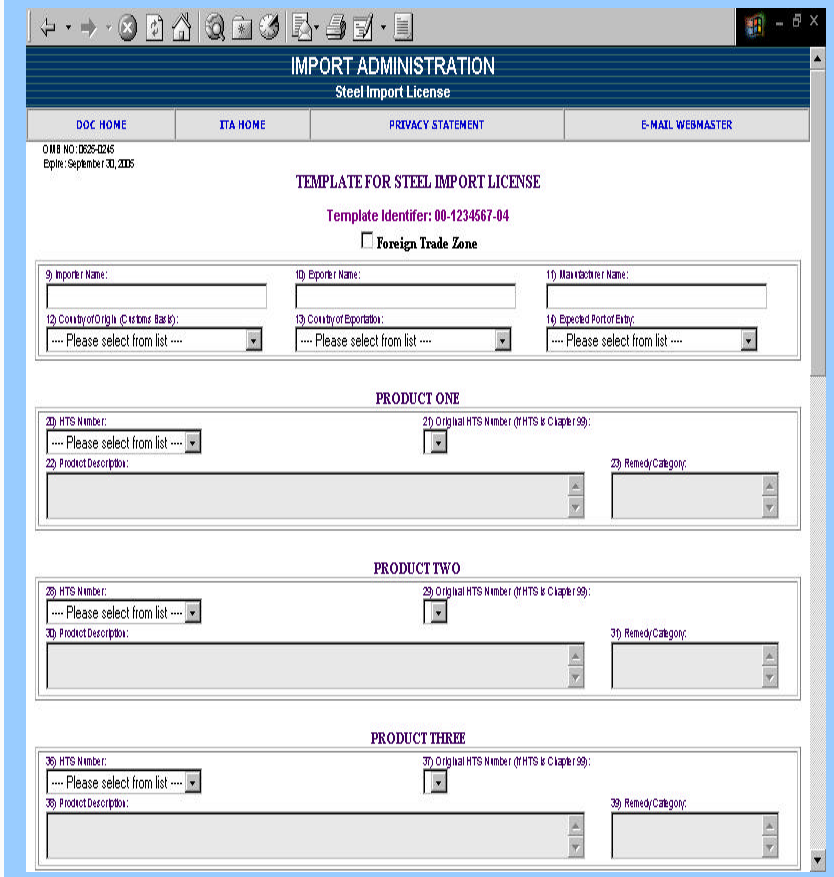
- Print option available, and a copy of the template will be e-mailed to the registered contact for the account
- Scroll down the list and select you User ID + template number

HOW TO CHOOSE AN EXISTING TEMPLATE

- If you have already created a customized template, scroll down the list where it says 'Please select from list', and select your User ID + template number



IN ORDER TO MAKE CHANGES



- At this time, it is not possible to make any changes on a template. However, you can revise the information in the license application.